

## **COMMITTEE ON HUMAN RESOURCES/INSURANCE**

**July 10, 2007**

**Aldermen Gatsas, Shea,  
Garrity, Pinard, Duval**

**5:30 PM**

**Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

Chairman Gatsas called the meeting to order.

The Clerk called the roll.

Present: Aldermen Gatsas, Shea, Garrity, Pinard, Duval

Messrs.: M. Farren, V. Lamberton, D. van Zanten, K. Isleb, C. Mayer, B.  
Stanley, T. Clark, K. Sheppard

Chairman Gatsas addressed Item 3 of the agenda:

3. Communication from Kevin Dillon, former Airport Director, submitting the proposed Aviation Department Voluntary Resignation/Retirement Incentives Program as requested by the Committee previously.

On motion of Alderman Shea, duly seconded by Alderman Garrity, it was voted to discuss this item.

Mr. Michael Farren, Acting Airport Director, stated the background on this proposal goes back to early this year. Kevin asked me to prepare a straw man, if you will, a pilot program, that would provide for voluntary incentives, retirement benefits, that kind of thing, if there were people who wanted to exercise that option. We worked with the Human Resources Director. She was in favor of starting such a program, using the Airport as a pilot test case for this program. I prepared, I wrote this straw man, these two pages. I think there is further work to be done. I think it requires coordination with the City Solicitor, the HR Director, and certainly the City Retirement System, because there are many issues involved here that require further coordination. So with that, I'd be happy to answer any specific questions you have. This is a first cut program, a straw man, if you will.

Alderman Shea stated just a quick one. Are your employees all City employees or are there some Federal employees?

Mr. Farren responded all City employees; some are Union, some are non-affiliated. But they're all City employees.

Ms. Virginia Lamberton, Human Resources Director, stated Tom and I have had just a very brief conversation about it, but there's obviously Union considerations. If I read it correctly, there's some statements in there about how, if the Airport Director were to offer somebody six months pay, it wouldn't have any effect on the actual retirement, which isn't true. That's not the way the laws work for retirement, etceteras, etceteras. So I think that a lot of research and work needs to be put into this before it's even brought back to this forum.

Chairman Gatsas asked how about if we have you and the City Solicitor and Airport work on something and get back to us, would you say two months? Is that long enough, or a month?

Mr. Farren responded that should be enough. We're going to have to involved the Retirement System.

Chairman Gatsas asked one or two?

Mr. Farren responded two months, because we're going to have to involve the Retirement System. They're going to have to send it through their legal counsel.

Chairman Gatsas stated so why don't you report back to us August/September?

On motion of Alderman Duval, duly seconded by Alderman Shea, it was voted that representatives of the City Solicitor, the Airport, Human Resources, and the Retirement System will meet and report back to the Committee in two months.

Chairman Gatsas addressed Item 4 of the agenda:

4. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Library Director and Library Board of Trustees, requesting the reclassification of two Assistant Librarians, salary grade 13, to Librarian I, salary grade 16.

On motion of Alderman Shea, duly seconded by Alderman Duval, it was voted to discuss this item.

Chairman Gatsas stated Ginny, why don't you give us some background please.

Ms. Lamberton stated it would probably be helpful if Denise came up and talked about her thinking about this.

Ms. Denise van Zanten, Library Director, stated in my letter to Ginny, I expressed that we are trying to provide more efficiency at the City Library by addressing some organizational problems with some positions and our current complement. So I'd just like to thank you for considering the request and I'd like to introduce my colleagues. This is Karen Isleb, who is our new Children's Head Librarian, and Claudia Mayer, Head of Circulation. Between the three of us, we hope we can answer all your questions tonight.

Chairman Gatsas stated if I take a look at the two organizational charts, can you show me or tell me where the two changes are?

Ms. van Zanten stated under the proposed changes, if you look under Children's Manager, which is the second one in on the left hand side, it says Librarian I, Grade 16 proposed. Currently that is an Assistant Librarian position. And then the next column is Circulation, the same thing.

Chairman Gatsas stated so if I look down, I'm looking and it says Manager – Automation.

Ms. van Zanten stated yes, go over to the next column. You'll see Manager – Children's. And then the column after that is Manager – Circulation. Those are the two divisions within the Library we're asking for changes.

Chairman Gatsas stated but if I take a look at the current one, and I look at the proposed one, it looks like it's Librarian III, Grade 20, Librarian III, Grade 20 for both of them.

Ms. van Zanten stated those are the Manager positions for those Divisions. And then underneath the current ones, if you look you'll see the next box down is the Assistant Librarian positions, which are the ones we're asking to be made into Librarian I's. We have Assistant Librarians, Librarian I's, II's and II's at the Library.

Chairman Gatsas stated all right, so it's underneath that where you're saying it's proposed?

Ms. van Zanten stated yes. It's a little confusing.

Alderman Garrity stated Ginny, what's the fiscal impact from 13 to 16?

Ms. Lamberton stated I believe in the third paragraph I've given you a fiscal impact. It would be an impact of \$4,655.

Alderman Garrity stated are you and I on the same page, because I don't see it here. I'm missing it.

Ms. Lamberton stated on the cover page.

Alderman Garrity stated oh, that's the one from Denise. I'm sorry.

Ms. Lamberton stated just remember this is a reclassification. It's not a...

Alderman Garrity asked so it's \$4,655 for both?

Ms. Lamberton responded that's correct.

Ms. van Zanten stated I think that's per.

Ms. Lamberton stated I'm sorry.

Ms. van Zanten stated and just to reiterate, we had two retirements. We had a retirement last year. I have one August 1<sup>st</sup> and I also had an Administrator leave to become a Deputy Director in Nashua. So we have some higher grade positions that are now dropped in salary significantly for next year.

Alderman Garrity asked from those retirements, are you going to replace those positions?

Ms. van Zanten responded yes, they are currently being filled.

Chairman Garrity stated at a lesser grade.

Ms. Lamberton stated a lesser step, it's not grade.

Ms. van Zanten stated those librarians were pretty close to the top of the pay scale. Now they're going back to Step 1.

Alderman Garrity stated so over a period of time, once those two other people move up the steps, this really isn't a cost saving.

Ms. van Zanten stated not in the long run.

Alderman Garrity stated as a matter of fact, it's probably increasing our costs.

Ms. Lamberton stated you have to remember that everybody isn't an Administrator forever, so there will be other people leaving, and then they'll be replaced at a lower amount. You always have a certain amount of people coming and going in any organization. So yes, you're right, but as a practical matter, you have a lot of long term employees there and a lot of them will probably be leaving in the next five or ten years, and then their replacements will come in at the minimum.

Alderman Garrity stated I think it was last month that I opposed a salary rate increase from 27 to 28, and that was only two jumps. This is three jumps and I'm going to oppose this just on that basis because I want to stay consistent.

Alderman Shea stated I'd like to move in a different direction. My direction is by going from a 13 to a 16, what are additional responsibilities that would be incurred? Could you elaborate on that?

Ms. van Zanten stated basically for both positions, we will have supervisory responsibilities that we currently cannot assign to the Assistant Librarians. Assistant Librarian positions are affiliated positions, and they are very clear job descriptions. We are looking to create more entry level Librarian I positions. Our problem right now is we have employees who are in library school who use the tuition reimbursement program, and then they leave because we have no room for advancement for them. And I'm actually going to turn over the request for the Circulation Librarian to Claudia because she can better explain the duties she's going to assign because this person will be directly underneath her.

Ms. Claudie Mayer, Circulation Manager, stated in reclassifying this position from a Library Assistant to a Librarian I, this individual would be responsible for the following tasks: They would be responsible for resolving issues pertaining to the Circulation Division in my absence. They would be asked to provide young adult services, including collection development and maintenance of the young adult collection, as well as collection development and maintenance of our graphic novel collection. They would be responsible for supervising six library pages, giving us updates to the page manual and will interface with other division heads regarding page duties that are across multiple divisions. Maintenance of the team page on our web site, provide additional support to other Circulation Department outreach activities, such as our Home Services. This position will now be the coordinator for the Home Services program. Essentially this program provides library materials for people who are disabled or who have a long-term illness who cannot physically get to the Library. Currently I'm trying to do that with my responsibilities and I feel that it's just not an efficient use of my time. We could

better serve the community if I had someone who could more fully concentrate on this very important service, I might add.

Chairman Gatsas asked Denise, when were you appointed the Library Director?

Ms. van Zanten responded last September.

Chairman Gatsas stated and in this letter you sent to Ginny, that since you were appointed you've been thinking about this reclassification. Is there a reason why this reclassification didn't come in during the budget period?

Ms. van Zanten stated I wanted to take some time to think about it some more with the Trustees. As positions open up, I'm looking at every position and recently this Assistant Librarian position did become vacant in her department.

Chairman Gatsas asked and that became vacant when?

Ms. van Zanten responded in June. The person graduated from library school and I knew she was looking to leave for a professional position, and she did.

Chairman Gatsas stated I just have a problem that these letters were...and I don't remember what date we passed the budget...

Ms. van Zanten stated at that point I wasn't comfortable back in January, after only three months, saying that this is something we need to do.

Chairman Gatsas stated the budget passed some time in June, I think.

Alderman Shea stated thank you very much for elaborating. I'm sure you would need someone to assist you in your particular phase. Are you the only one or is the other lady going to benefit from this too?

Ms. van Zanten stated Karen just started with us two months ago. I was just kind of...

Chairman Gatsas stated you just brought her along!

Ms. van Zanten stated but also, the Children's Librarian, he was with us for twenty years. This was something that she had always wanted to do so this isn't completely out of the blue for the Children's Department.

Ms. Isleb stated for a Children's Librarian, for this new position, we would do more outreach to nursery schools and preschools, home-schoolers and refugees,

for early literacy. It's something we need to focus on. It's a service that we do not have now but we need to do that. Front line reference desk coverage to answer patrons' questions. Also to expand programming for kids and to serve the younger children better. And to expand the collection for children services in the areas of parenting and home schooling, and to be my backup. When I'm not available she would be in the supervisory position. She would work opposite weekends than I would work so there would always be someone in that department.

Chairman Gatsas stated let me just get a clarification for where Alderman Garrity is going. The additional cost is about \$9,000.

Ms. Lamberton stated I believe so.

Chairman Gatsas stated which is about forty-five...\$9,300. With the retirement that's in place, what is the reduction in steps of the position that needs to be filled?

Ms. van Zanten stated with the administrative position which has recently been vacated, it's roughly a \$32,000 savings in the Salary line for Fiscal Year '08 when we hire new people. So these positions, even with their increases, there's still a \$21,000 reduction. Of course, our budget this year does have a Salary line that does not currently cover all employees, so I'm hoping for more attrition and changes of the staff.

Chairman Gatsas stated so what I'm understanding you're saying, Denise, is that with these two position changes, and the two retirements, even filling those two positions, that it still would result in a \$23,000 savings.

Ms. van Zanten stated \$21,000.

Alderman Garrity stated it's a \$21,000 savings this year, but it's not going to be a \$21,000 savings as the years go on. Is that right?

Ms. van Zanten stated no, because I'm keeping my current complement.

Ms. Lamberton stated but as we said, other people will be leaving.

Alderman Garrity stated yup, you've already told me.

On motion of Alderman Shea, duly seconded by Alderman Duval, it was voted to approve these reclassifications. Alderman Garrity was opposed.

Chairman Gatsas addressed Item 5 of the agenda:

5. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Parking Manager, requesting the establishment of a new class specification and position of Parking Attendant, grade 9 \$(21,530/year) as part of the proposed Millyard Parking Plan.

On motion of Alderman Garrity, duly seconded by Alderman Shea, it was moved to discuss this item.

Ms. Brandy Stanley , Parking Director, stated thank you, Mr. Chairman. This request for this position and job class specification is a part of what it's going to entail to get the Millyard Parking Plan up and running. The full presentation to the Board will be later this evening, but this is one of the items that needs to at least be brought to the next level in order to keep the plan going.

Chairman Gatsas asked so you're not going to do a presentation to us? That might constitute a vote out of this Committee of no.

Ms. Stanley stated I would be more than happy to do the presentation. It would probably take about 20 minutes.

Chairman Gatsas stated let me just ask you a few questions. Right now, what is your full complement?

Ms. Stanley stated my full complement right now is 19 people.

Chairman Gatsas stated and if I remember correctly, it was five full-time for meter and three part-time.

Ms. Stanley stated you're talking about the PCO's?

Chairman Gatsas asked isn't that what this is?

Ms. Stanley responded no. This is a new employee.

Chairman Gatsas stated and when you were doing your Millyard reconfiguration, you didn't include him or her.

Ms. Stanley stated I haven't done the Millyard reconfiguration yet. This is part of the plan. I'm asking for the Millyard reconfiguration to be approved this evening.

Chairman Gatsas asked wasn't that part of your presentation during your budget?



Ms. Stanley responded no, I didn't put the Millyard Parking Plan into our budget. I didn't start working on it until after the budget process was over. The Millyard Parking Plan is...and I know you were at the Millyard parking summit. It's going to cost about \$505,000, none of which is budgeted. And we do have some CIP money, and we're also going to be requesting some additional funding out of the one-time economic development fund.

Chairman Gatsas stated in your letter it says 'the position will be responsibility for collecting parking fees and, as needed, parking vehicles.'

Ms. Stanley stated that's correct.

Chairman Gatsas stated so he's going to be a valet.

Ms. Stanley stated yes, he's going to be a valet parking attendant. This is going to be on the Merner lot, where we're looking to add capacity for between 50 and 60 vehicles, which we can achieve if we double-park vehicles in the parking lot. And in order to double park vehicles, what we're going to need is an attendant to keep keys, so if somebody who is blocked in needs to get out, the attendant can move the car.

Chairman Gatsas stated so my understanding is somebody is going to double park in the winter, and somebody is going to have to be running around to be moving automobiles to get their car out as a valet. Is this person going to receive tips?

Ms Stanley stated the person will probably receive tips, yes.

Chairman Gatsas asked and how do we supposed we're going to pay taxes on those tips?

Ms. Lamberton responded well there is a way to do that through IRS. The thing is to have a policy, since it's City government that you're not allowed to accept tips. We can certainly do that. That would be the smartest thing to do, probably.

Alderman Garrity asked can you explain to me why this is in front of this Committee when we haven't even had a presentation yet or why it's even on this agenda?

Ms. Stanley responded I would be more than happy to give this Committee the presentation, and I apologize.

Alderman Garrity asked why is it on this agenda? These agendas went out early last week. And you're asking us to vote on a fiscal impact number of a \$22,000

item with a new employee and we don't have any concept of what that person is going to be doing, what it's for, or anything. It's kind of like putting the cart before the horse. It just doesn't make any sense to me.

Ms. Stanley responded like I said, I would be more than happy to give you the presentation this evening. I'm not asking for any rules to be suspended with this, so I apologize for the breach in etiquette. I just thought it would be more time effective to put it on this agenda and then give the full presentation to the Board later this evening.

Chairman Gatsas stated if I take a look at the presentation that you're giving, or the letter that you sent to Alderman Osborne, I read in here that you're looking for the rules to be suspended.

Ms. Stanley stated I'm looking for the rules to be suspended for the CIP request and the Traffic Ordinances. I don't think it's necessary to suspend the rules for this because I'm not going to need to hire the person until the middle of August. So it wouldn't need to go to the full Board this evening. It could layover until the next time the full Board met.

Chairman Gatsas stated I'll accept a motion to table.

Alderman Duval stated Ms. Stanley there must have been...I assume that this plan has been developed and I know you're trying to implement it on a pretty fast track, I would say, right? So there are certain time constraints. In your efforts, was there sort of a time line for you to get this up and running. I imagine the businesses down there want to see this implemented as soon as possible. I for one am all for giving latitude because I know your plate has been full since day one you landed here. And this is an awfully big undertaking with regard to parking in the Millyard. It's certainly something that is not going to be implemented in a pain-free, hassle-free manner, and I know you need certain tools in order to implement it, so I'm for providing her some latitude. I understand that we would all appreciate a presentation, but I'm not sure if I feel as strong as my colleagues do, only because I know that you're on the agenda tonight to give the presentation to the Board tonight, so obviously you did something timely. I guess that's where I'm coming from. If it's already on the agenda and there's a request to suspend the rules tonight before the full BMA, we're going to be hearing the presentation tonight, I don't know if we should be tabling this and sort of delaying this. Certainly before the outcries from the people in the Millyard to address this parking commission down there.

Chairman Gatsas stated I think certainly we're all coming back in August. At least I know I am. I don't know about anybody else.

Ms. Lamberton stated may I just make an observation? This is requesting a new position at a new class specification. When you request a new classification, that means it comes here, and then in August it will go to the full Board and then sometime between August and September it will go to B2R...

Chairman Gatsas stated that's not necessarily true.

Ms. Lamberton stated you can suspend the rules later. All I'm saying is that it takes two or three months, and if you're going...say the beginning of August, you approve this program, and then Brandy starts the process of creating the job, we're into October/November before it's established. And then you have to advertise and interview and etceteras, etceteras, etceteras. So all she's trying to do is be efficient and say, I've got this going. I'd like to establish this class spec. If the Board denies the proposal she has tonight, she can ask you to withdraw it. Just drop it.

Alderman Shea stated Brandy, I know you made a presentation to the Traffic Committee. And at that presentation you were asked, I believe, if this is an integral part of trying to implement the Millyard parking situation, and you indicated that it was. Would you indicate why this is so important?

Ms. Stanley responded the section of the Millyard that has the biggest parking crunch is the north Millyard where the Jefferson Mill is and Fratellos and the other businesses in that building. Just to be a little bit more specific, there are about 145 spaces in the Merner lot; there are 179 spaces on street between Bridge Street and Canal on South Commercial. There are 440 permits issued, just for on street in that area, and there are also over 200 permits issued for the 145 spaces in the Merner lot. Because we did the research and discovered this, we felt that we needed to squeeze every single parking space out of the north Millyard that we possibly could. We'd also like to allow Fratellos and the salon and some of the other businesses to be able to grow their businesses, which they currently can't do because there aren't any parking spaces available for visitors and people that are going to the salon or people that are going to an office meeting or that are going to Fratellos. By adding capacity for another 50 to 60 vehicles in this parking lot, and not selling additional permits, we will allow these businesses to expand on a limited basis until we can come up with a long term plan. This is one of the most important parts of the Millyard parking plan because that is the section of the Millyard that is most in crisis at this point. If it was any other section of the City or any other section in the Millyard I would say that an attendant parking lot was not appropriate. However, that's not the case. This is probably the busiest section of the entire City when it comes to parking.

Alderman Shea stated now just to follow up, if this attendant were there, and you hate to say it's a revenue-making, but how does that pay out, how does that work out, with an attendant being there and with the additional places that would be available for parking by reason of the fact that you have an attendant?

Ms. Stanley stated what I did when I put together the numbers for the Merner lot was I aimed for it to break even. I'm not necessarily interested in getting additional revenue. What I'm interested in is creating the extra parking spaces. So in order to get the payroll and the benefits to break even with the revenue what we did was, we're going to propose the monthly rate to go from \$40 to \$45 a month, and the visitor parking rate to go from fifty cents an hour to seventy-five cents an hour. What that's going to do is it's going to allow the operation on the Merner lot to break even with, I think, a \$2,000 or \$3,000 a year cushion.

Alderman Shea stated thank you.

Chairman Gatsas asked what hours is this attendant going to be at this lot?

Ms. Stanley responded the attendant is going to work eight hours a day and will probably get there... We'll have to work it out in conjunction with Fratellos and the salon in terms of when their biggest peak hours are, but I would imagine they would get to work somewhere in the nine to ten hour and then work until five or six. A lot of it depends on how the establishments are going to be scheduling their appointments and their functions.

Chairman Gatsas asked are you assuming this person is not going to take lunch?

Ms. Stanley responded I'm assuming this person is going to be relieved for lunch by one of my other staff members.

Chairman Gatsas asked particularly who?

Ms. Stanley responded we haven't determined that yet, but I do have enough people on staff to be able to do it.

Chairman Gatsas asked do you have enough people on staff to do it now without the new person?

Ms. Stanley responded no, I don't.

Chairman Gatsas stated so this one person is going to be specifically for that area.

Ms. Stanley stated that's correct.

Chairman Gatsas asked and he's going to be in charge of how many spaces?

Ms. Stanley responded ultimately he'll be in charge of the entire lot while he's there. At the maximum capacity he could be holding 50 to 60 keys to vehicles.

Chairman Gatsas stated I have a real problem that we're hiring a valet. I really have a problem with that. That's just not a course that we in the City of Manchester should be going down. That's basically what it is is a valet, a very high priced valet.

Alderman Duval stated I don't know if...let me back up. You're attempting to implement a lot of different plans across the City right now. This is one of them. I know the whole concept of the Parking Enterprise is new to the City and there's going to be some growing pains and some changes along the way, and I'm sure you're prepared to make those adjustments. If this doesn't work, I would imagine you would come back and recommend revisions to the plan. Again, I think we have to allow some latitude, in my opinion, for the Parking Manager to do her job. We hired her as sort of an expert, if you will. It's a relatively new concept that we're trying to deal with City-wide, not just in the Millyard, and the proposed changes I would imagine will come with some resistance, and some part of the plan will probably fail. But I think that from my own perspective, I would just try to encourage my colleagues to be supportive of the changes that she's proposing and allow them an opportunity to see if they have any legs to stand on as we go forward, and I think the only way to do that is to give her an opportunity to prove to us that the plan will work. And I think you used the word interim. It's sort of a temporary fix, if you will, anyway. So I'm not viewing this as a long term fix. I too, Alderman Gatsas, have reservations about this whole concept of a valet. I'm a little squeamish over it. I have an insurance background and it's a little sketchy to me. I'm really trusting you, Ms. Stanley, with your guidance and your recommendation to this Committee and to the full Board, so I'm willing to do that.

Chairman Gatsas stated question to the City Solicitor: How much liability does the City have for doing this?

Mr. Tom Clark, City Solicitor, responded there's going to be a liability if the valet is driving vehicles and causes damage. To quantify that, you can't tell. It all depends on the facts.

Chairman Gatsas asked has that been figured in to the proposal that you're going to present to the full Board tonight? Because if it hasn't, you probably have some time to rectify your proposal.

Ms. Stanley stated Alderman, I will say that the Parking Enterprise carries its own insurance. It's not part of the City insurance policy. The Parking Enterprise already has a garage-keepers legal liability policy in effect, which would cover the parking attendant. The policy has a \$1,000 deductible, and it's actually relatively inexpensive. In my experience in operating attended parking lots for many years in different places, you are going to have damage claims. Usually they're less than \$2,000, and if you hire the right person who's familiar with the people, and honestly, this person isn't going to be driving vehicles too often because the only time they're going to drive a vehicle is when somebody comes out that's blocked in. They're not going to be parking very many vehicles and they're not going to be moving very many vehicles. You do have to manage the risk. I do have experience with doing that, and we do have the insurance policy in place that is going to limit the City's liability.

Chairman Gatsas stated that policy, I assume, talks about valet parking and not just attendants.

Ms. Stanley stated that is what a garage-keeper's legal liability policy is for, yes.

Chairman Gatsas asked can you get us a copy of that policy?

Ms. Stanley responded yes, I can.

On motion of Alderman Duval, duly seconded by Alderman Shea, it was voted to approve this request. Alderman Garrity was opposed.

Chairman Gatsas stated I don't think it's the best thing or the best position for the City of Manchester, and we should at least with that motion...I'll make a second motion that that employee receives no tips. Accepting tips would create termination immediately.

Alderman Duval stated I have a question, Mr. Chairman. Ms. Stanley, can you tell me, is that sort of commonplace in the industry for municipal employees of the places where you've been, for the parking attendant to be in a position to receive tips? Or is your recommendation that they don't? What would be your reaction to the Chairman's suggestion, because I'm not sure where to go on that myself.

Ms. Stanley stated I think this person is absolutely going to be in a position to receive tips. That's fairly common throughout the industry. That said, I had not actually considered that but I do agree that as a municipality we probably should require that they not take tips. They're being paid well enough to do the job, so I don't have any problem whatsoever with eliminating the acceptance of tips with this position.

On motion of Chairman Gatsas, duly seconded by Alderman Shea, it was voted that the Parking Attendant would not be allowed to accept tips.

Chairman Gatsas addressed Item 6 of the agenda:

6. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Public Works Director, requesting the reclassification of a Public Service Worker II position, salary grade 13, to an Equipment Operator III, salary grade 14.  
*(Note: cost for FY2008 - \$1,975 if filled on July 1, 2007.)*

On motion of Alderman Garrity, duly seconded by Alderman Duval, it was voted to discuss this item.

Mr. Kevin Sheppard, Deputy Public Works Director, stated as part of the budget process, the Aldermen asked that we add a Sweeper Operator position to our budget. The way we're doing that is reclassifying an existing vacant position as noticed in Ms. Lamberton's correspondence. We've actually started taking a look at that. We've got someone in line for that, and we're looking at that Sweeper Operator working from the hours of 3-11 PM, after hours, feeling that is the best time to get some of the areas that are in need of sweeping.

Alderman Garrity asked would that be the set schedule, 3-11?

Mr. Sheppard responded yes, that would be part of the position.

Alderman Garrity asked and that is the reason for the request, from a 13 to a 14?

Mr. Sheppard responded no, the Sweeper Operators are a Grade 14. The position that we have is a Public Service worker II.

Alderman Shea asked Kevin, have you got enough in your budget to carry it?

Mr. Sheppard responded we can cover this as part of the budget.

Alderman Duval stated just an observation: I was quite pleased, Kevin, to see the street sweeper, the first time I saw it in my Ward, last night. I was quite pleased. I think it's going to be terribly effective and I think it's definitely needed in a city that really needs some cleaning up. So, I hope it's effective, and I'll support it.

Mr. Sheppard stated we've actually been plus-rating a person in that position and working different areas to see how it works. We've been plus-rating someone. There's no guarantee that that position has been created because it has not been approved by the Board of Mayor and Aldermen, but we've been attempting and using that position, and it has worked out well.

On motion of Alderman Pinard, duly seconded by Alderman Shea, it was voted to approve this item.

Chairman Gatsas addressed Item 7 of the agenda:

7. Communication from Virginia Lamberton, Human Resources Director, requesting the revision of job titles of Inventory Specialists within the City to Inventory Specialist I, salary grade 13 and Inventory Specialist II, salary grade 16.

On motion of Alderman Garrity, duly seconded by Alderman Shea, it was voted to discuss this item.

Ms. Lamberton stated apparently, when Yarger Decker did their recommendation to the City, they came up with one title of Inventory Specialist that they made the one at Water Works a 13 and the one at Highway and someplace else...or both of them are at Highway, 16s. And that was kind of weird because it's the same job title. So, Tom Bowen had called me several months ago because the individual who was at Water Works was retiring, and he basically wanted to know what was going to happen to the person that was retiring, if anything, and what would happen when he went to fill the position. So what we did was we did position reviews on all three positions, the one at Water Works and the two at the Highway Department. Then it became clear as to why Yarger Decker had the separate grades, but they didn't finish the job, and so one should be Inventory Specialist I and one should be an Inventory Specialist II. There is a distinct difference in the jobs, and the one at the Water Works is a much more simplistic, less responsible job than the two positions at the Highway Department, and so I'm just here to say we're cleaning up something that's been a problem that should have been cleaned up years ago.

On motion of Alderman Duval, duly seconded by Alderman Shea, it was voted to approve this revision.

Alderman Duval stated Mr. Chairman, there's a matter...I think it's appropriate before the HR Committee, if you don't mind. Could I request from Ms. Lamberton information with regard to the four injuries that were reported as a result of the Hall Street fire a week ago? And then furthermore, Mr. Chairman, if



I might, I'm not entirely familiar with the policy for the use of oxygen apparatus, for lack of a better term, I'm not sure exactly what they call them. But I'd like to take a look at that, if you don't mind, if you have it available.

Ms. Lamberton stated what is it, oxygen apparatus?

Alderman Duval stated well, is there a term for them? I'm not even familiar with them, Scotties?

Alderman Garrity stated airpacks.

Ms. Lamberton asked do you want a policy on the airpacks? Is that what you want?

Alderman Duval responded policy for the use of airpacks – when they use them at the scene of a fire and what the policy is. And again, I would like the details on the type of injuries that were...that came as a result of that fire on Hall Street on July 3<sup>rd</sup>. And then lastly, if I might, Mr. Chairman, it would be nice to find out, I guess, who makes the determination when they're not used, I guess. Or when they are used. Who, on the scene of the fire?

Ms. Lamberton asked the airpacks? That would presumably be in the policy, right?

Alderman Duval stated presumably. We'll see if it is. But if the Chief or Deputy, whoever can get this request maybe can report back, that would be wonderful. Next HR Committee is fine.

Alderman Pinard stated to add on to Alderman Duval, the situation maybe exists or not, but the Police Department, are they required to wear their vests? If the firemens are required to use the oxygen I think the safety factor would go to the Police Department too, with everything that's going on. So could you check on both of these?

Ms. Lamberton responded yes.

Chairman Gatsas stated I have a request for New Business. It's a request from the Parking Director that we change the classifications that are currently authorized for PCO positions from five full-time, three part-time to six full-time and two part-time.

Alderman Pinard stated we're in the process of negotiating contract and all this stuff is coming in, and I think you mentioned it earlier. Do you think it's proper

for us to have this like double-dipping here, in my estimation. Can we wait on this stuff till we get the contract settled?

Ms. Lamberton stated this has to do with the complement, not pay grades or salary, okay. It has to do with whether or not we have five full-time and three part-time people or six full-time and two part-time people. It has no impact on how much we're actually paying people per hour.

Alderman Pinard stated very good, thank you.

Chairman Gatsas stated from my point of view, we had these discussions...if you'd like to come up...These discussions were in pretty deep, lengthy conversations during the budget period. The complements were discussed numerous times. You had come before this Committee for different changes and that's been the complement since as long as I can remember. Why is there a need for a change?

Ms. Stanley stated I'm not really sure how this happened. When we proposed the addition of the PCO's to bring us to eight employees, my intention when I presented to the Board in concept for the entire presentation was six full-time and two part-time. And the request that I made was to add an additional full-time and an additional part-time PCO. That request was based on some incorrect information that I had in terms of what had been currently authorized at that time. I was under the impression that there was one part-time officer already authorized and the remainder were full-time. That was actually not correct information. There were already two part-time authorized and the balance were full-time. So, I don't know where the disconnect came in getting the information. It was Police Department information and I know it was a phone call to get the information, and I don't know whether I wrote it down wrong or whether somebody gave me the wrong information. I don't know. But the request that I made was basically based on inaccurate information about what had currently been authorized at that point.

Chairman Gatsas asked since your inception, what is that complement at that department grown by?

Ms. Stanley responded it's grown by two. My department? The entire department? It's gone from four to 19 but eight of them are Police Department employees. Eight of them are Police Department employees, even though I manage them, they're not part of my payroll.

Chairman Gatsas asked so is it 28 or is it twelve?

Ms. Stanley replied it's twelve.

Chairman Gatsas stated so you've gone from four to twelve.

Ms. Stanley stated no it's actually nineteen minus eight. It's eleven.

Chairman Gatsas asked didn't you look for another one tonight? Isn't that...

Ms. Stanley responded no, we already have the correct number of employees.

Chairman Gatsas stated no, no, the valet parker.

Ms. Stanley stated yes.

Chairman Gatsas stated that would get you twenty.

Ms. Stanley stated yes.

Chairman Gatsas stated that's what I thought. So it's eight from twenty, is twelve.

Ms. Stanley stated yes.

Chairman Gatsas asked and how long have you been here?

Ms. Stanley responded I've been here since October 16<sup>th</sup>.

Chairman Gatsas stated less than a year and you triple the size of that department.

Alderman Shea stated I notice that at the bottom of this sheet that the Parking Division budget includes money for six full-time and two part-time. In other words, prior to this, you were not spending as much because you had five full-time and three part-time or I don't know.

Ms. Stanley stated no, I actually have six full-time and two part-time, and I'm not really sure how that happened since it's not what's authorized on the books. But what we're asking for is what we budgeted for and what my intention was, the entire time, which was six full-time and two part-time.

Alderman Shea stated so this is what you budgeted for.

Ms. Stanley stated this is what we budgeted for, yes.

Alderman Duval asked do we need a motion to correct this?

Chairman Gatsas stated the discussion that we had during the full budget process was five and three. That discussion came up numerous times. I think that when you take a look at what the benefits are, the benefits were for five full-time, not six. Am I correct, Ms. Lamberton?

Ms. Lamberton responded to be honest with you, I don't remember. My concern is that Brandy has employed somebody on a full-time basis.

Alderman Duval stated six of them.

Ms. Lamberton stated well, we had four before. How many more? I don't even know how many you hired anymore. But, we hired more, and one of them is two more. It shouldn't be a full-timer; it should be a part-timer. So, what you do here will have a direct impact on that person. If you do not...and this is just for information purposes, okay. But if the part-time position is not allowed to be a full-time position for now, then Brandy's going to have to cut that person's hours, or let them go and hire somebody part-time. Those are just consequences to what's going on here.

Chairman Gatsas asked so what would happen if any other department head came in and hired a full-time person when they only had a part-time position open? They'd have to come here and look for us to change it.

Ms. Lamberton stated I'm going to be a little defensive on her behalf. She is new. It's been kind of...many, many projects the Board has been hungry to have done and done well, and she's done a lot and she's been really busy, and this is just one mistake, really. And we all make mistakes. Whereas other departments are long-standing departments. They've been in existence for a long time so it's pretty unlikely they're going to have a mess-up on their complement because they've worked there and they've had staff that's been there a long time, etceteras, etceteras, etceteras.

On motion of Alderman Shea, duly seconded by Alderman Duval, it was voted to approve this request.

There being no further business, on motion of Alderman Pinard, duly seconded by Alderman Duval, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee